



HIGH COURT OF AUSTRALIA

COMPILATION OF CORE APPEAL BOOKS AND FURTHER MATERIALS

Parties will be required to prepare and file books including the core appeal book (CAB), Appellant's book of further materials, Respondent's book of further materials and the joint book of authorities (JBA) in each appeal. Books should be compiled in accordance with the *High Court Rules* 2004. It is the responsibility of the parties to read and comply with the Rules. The requirements for books are set out in Rule 42.13 and Rule 44.

Books which do not comply with the requirements will not be accepted for filing in the Registry.

Filing documents

Documents lodged in the DLS Portal will not be filed unless approved by the HCA Registry.

General requirements

1. The book must have a title page which sets out the full and correct title of the proceedings, the volume number and the names of the solicitors for each party.
2. Page size should be international A4 with a 2.5 centimetre margin on each side of each page.
3. The pages of the book shall be in separate volumes of **not more than 500 pages** (i.e. 250 sheets). Where the book will be in 2 or more volumes the index should be amended to insert a sub-heading "Volume ..." (insert the relevant number) before the first document which will appear in each volume. In addition, on the title page the words "Volume of ..." (insert the relevant volume number and total number of volumes) should appear immediately following the heading. The pages included in each volume should also be shown on the title page: e.g. pp 1-459. A copy of the entire index should be included in each volume.

Page format

4. Pages should be numbered consecutively and every tenth line should be numbered in the left margin. Page numbers should begin on the title page as page 1. **All pages must be numbered, including the separate pages referred to in paragraph 8 below and any blank pages.**

5. Where separate judgments are given by the members of the court below, a page number should be listed in the index for the commencement of each judgment.
6. All pages should be clearly legible and contain no handwritten marks or comments.
7. Each document should be preceded by a separate page showing the date and a short description of the nature of each document. The page number for the separate page preceding each document shall be listed in the index as the first page number for each document.
8. The original pagination of all documents reproduced in the book, including judgments of the courts below, should be retained.
9. The formal headings should not be removed from documents (including pleadings, notices of appeal, orders and reasons for judgment of the court below) when they are reproduced in the book.

Contents of the core appeal book

10. The core appeal book (CAB) must contain the documents referred to in Rule 42.13.
11. The CAB must be filed in the Registry within 21 days of the notice of appeal being filed.
(Rule 42.13.10)

Book of further materials

12. Each party should file, together with its written submissions, a book containing any further material (AFM or RFM) before the lower court or the primary Judge or tribunal (including oral or documentary evidence) that is not reproduced in the CAB to which counsel has referred in the written submissions and intends to refer in oral submissions.
13. The AFM or RFM must be filed in the Registry at the same time as the written submissions.

Joint book of authorities

14. The requirements for the joint book of authorities (JBA) are set out in Practice Direction No. 1 of 2019.
15. The appellant must file an electronic copy of the JBA within 14 days of the time limited for the filing of a reply. An electronic copy must be served on each respondent and any interveners within the same time.
16. Each volume of the JBA should be provided as a separate volume. The pagination in each volume of the electronic book should reflect the pagination in the index.
17. The appellant must also provide each individual authority as a separate electronic file. The pagination of the individual file should match the pagination in the JBA. For example, if the case commences at page 12, the electronic pagination should start at page

12, not at page 1. They should be named using the short title, citation and reference to the tab they appear at in the JBA. For example:

- 1. AK v Western Australia 2008 232 CLR 438
- 2. Chiro v The Queen 2017 347 ALR 546
- 3. Douglass v The Queen 2012 86 ALJR 1086
- 8. Supreme Court General Civil Procedure Rules 2015 VIC date 01-12-15
- 17. Justice and Other Legislation Amendment Act 2013 Qld as enacted
- 84. Consolidated Chancery Order 1860 UK 1860 print
- 23. Blacks Law Dictionary 6th ed 1990 p1607
- 15. Equity – Doctrines and Remedies 4th ed 2002 chapter 12
- 12. Fraud and Surprise in Legal Proceedings 1955 18 MLR 441

18. Where possible legislation should be downloaded rather than scanned to preserve any internal bookmarks for ease of navigation.

Technical requirements of the e-book

19. Deactivate any security settings in the document. Also remove any hidden text, such as markings or annotations (including track changes), from source documents before converting them to PDF.

20. Documents should be scanned at 300 dpi resolution.

21. Enable the “commenting” functionality for the PDF document.

22. The naming protocol for the document is to use the HCA file number followed by the short title of the matter and a description of the document. For example:

- S1-2019 Smith v Jones – CAB;
- S1-2019 Smith v Jones – AFM
- S1-2019 Smith v Jones – RFM
- S1-2019 Smith v Jones – JBA
- M56-2019 R & Anor v IBAC & Anor– CAB
- M56-2019 R & Anor v IBAC & Anor – AFM
- M56-2019 R & Anor v IBAC & Anor – R1FM
- M56-2019 R & Anor v IBAC & Anor – R2FM
- M56-2019 R & Anor v IBAC & Anor - JBA